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Supply

EQUIPMENT MANAGEMENT

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AFMAN 23-110, Vol II, Part Two, Chapter 22, is supplemented as follows:

Section B Equipment Allowances and Authorizations

22.18.2. See paragraph 22.28.3.9 (this supplement) for required coordination information.

22.20.2.1. EMS is not authorized to submit AF Forms 601 directly to Allowance Standard Managers.

22.21.2. When Equipment Management requires technical assistance during evaluation of an equipment requirement, they will contact the appropriate USAFA director. The following are the members of the Equipment Review and Authorization Activity. Divisions will ensure that a qualified technician performs the evaluation (Utilizing Block 20 of AF Form 601, or Block J of AF Form 2005, for comments) and completes the routing to Equipment Management.

Title	**Office Symbol**	**Position**
Supply Program Manager	10 ABW/LGLSS	Chairperson
Chief, Budget	10 ABW/FM	Member
Dept Head, Electrical Engineering	HQ USAFA/DFEE	Member
Chief, Visual Information	10 CS/SCSV	Member
Chief, Faculty Support	HQ USAFA/DFSSF	Member
Chief, Facilities & Support Div.	HQ USAFA/AHPS	Member
Chief, Preparatory School Athletic Department	HQ USAFA/PLA	Member
Chief, Engineering	510 CES/CEC	Member
Commander, 34th Logistics Squadron	34 LS/CC	Member
Commander, 10th Communications Squadron	10 CS/CC	Member
Commander, 34th Education Group	34 EDG/CC	Member

Commander, 10th Civil Engineer Squadron	10 CES/CC	Member
Chief, Transportation	10 ABW/LGT	Member
Chief, Network Engineering	10 CS/SCBE	Tech Advisor w/o vote
Chief, Precision Measurement Equipment	10 ABW/LGLD	Tech Advisor w/o vote
Chief, Bioenvironmental Engineering	10 AMS/SGPB	Tech Advisor w/o vote
Commander, 10th Services Squadron	10 SVS/CC	Tech Advisor w/o vote
Chief, Materiel Management	10ABW/LGLSSM	Tech Advisor w/o vote

22.22.1. Ensure established in-use details are valid, accounts are authorized to use the Allowance Standard (AS), and applied allowance structure (part, section, subsection, and column) are applicable to established criteria.

22.22.2. CEMO is the certifying official. Provide CEMO the new listing, previously approved listing, and AF forms supporting newly assigned allowance flags.

22.24.2.1.2. Validate the AS structure for correctness and applicability, to include USAFA Form 74, Configuration Data/Resume List (CDRL), validation.

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22.25. Organizations assigned to HQ USAFA will use the CDRL. Tenant organizations may use their MAJCOM forms.

Section C Property Custodians

22.28.2. New custodians will receive a briefing by Equipment Management or attend the Equipment Management Course before being approved as custodians. Receipt of the briefing does not negate the requirement to attend the equipment management course.

22.28.3.9. Requests requiring coordination or approval from other base activities (for example Commander, Ground Safety; Chief, Records Management; Commander, Civil Engineer; Commander, Base Medical Services, Commander, Communications; Chief, Base Audio-Visual; Chief, and so forth) must indicate their approval or disapproval and signature in the space provided at the top of AF Form 601 or block J of AF Form 2005. Coordination is required for both initial and replacement requests. Audiovisual manager approval is not required for microfiche viewers. The Records Manager (10 CS/SCBD), must approve all nonstandard file equipment, microfilm/microfiche viewers/printers, and optical disk equipment.

22.28.3.10, Note. Request for extension must be justified, in writing, by the organization commander and submitted to the Base Supply Program Manager (10 ABW/LGLSS), for approval. The Base Supply Program Manager will not approve requests for extensions exceeding 15 workdays without prior approval of the Functional Area Chief/Accountable Officer.

Section D Responsibility and Accountability for Organizational Equipment

22.33.1.1(Added). Signed CA/CRLs will not exceed 365 days from the production date. CA/CRLs produced for change in custodians or inventory purposes may be used to fulfill this annual validation requirement.

Section E File Maintenance for Equipment Management

22.46.2.1.3. Authorized signature will be as appointed by the Base Supply Program Manager, by memorandum.

Section I Registered Equipment Management/Vehicle Management

22.81.4. The REMS Monitor will not use or dispatch vehicles excess to base requirements except in case of emergency. If use of an excess vehicle becomes necessary, the REMS monitor will contact Transportation (10 ABW/LGT) for approval.

22.82.8(Added). USAFA Vehicle Authorizations Listing (VAL) Updates. A VAL is published semiannually, 30 June and 31 December each year and replaces all previous CEMO approved AF Forms 601 for equipment code "V." AF Forms 601 for equipment codes other than "V" (L, U, etc.), special allowance flags (SAF) "A" or "U," and special authorizations (AS 041, 048/validated Q09 listing, etc.) will be maintained until the authorization is deleted. The REMS monitor is authorized to change the computer record, VAL, and AF Form 601 prime stock number for vehicle authorizations when AS 002/C008 (data bank) indicates a "replace by stock number." A new AF Form 601 is not required. Submit an AF Form 601 for all other changes except as indicated in paragraph 22.82.8.3(Added).

22.82.8.1(Added). AF Forms 601 are required for all other change requests. Justification for Vehicle Dispatch must accompany all requests for increased authorization.

22.82.8.2. (Added) The following is required in support of all vehicle change requests for increased authorizations (include on AF Form 601):

22.82.8.2.1. Identify the mission change directive, project, or publication that increases the vehicle requirement or prompts the request, if applicable.

22.82.8.2.2. Identify the function for which the authorization increase is required and state how the additional vehicles will be used, the type and quantity of vehicles currently authorized and assigned to the function, and why this number is inadequate.

22.82.8.2.3. Include utilization data such as purpose, trip frequency, and miles or hours used daily, for vehicles assigned to the function. If the number of vehicles currently assigned is less than the quantity authorized by the VAL, state why the shortages, when filled, will not satisfy the requirement.

22.82.8.2.4. Substantiate the requirement with specific workload data, such as number of personnel being supported, to coincide with the basis of issue specified in AS 019 and 020, if applicable.

22.82.8.2.5. State how the increased requirement of the function is to be supported during lead-time (the interval between authorization approval and receipt of the vehicle). If by rental, indicate if funds were programmed. If by base redistribution, identify the function, state how it can afford to release the vehicle, and why authorization for activity should not be reduced. If the releasing function can afford a reduction in authorization, indicate this on the AF Form 601.

22.82.8.2.6. State how the function has been supported in the past if the requirement is not the result of a new mission or workload increase. If supported by a vehicle authorized to another function or by an unsuitable vehicle of another type that is no longer required, indicate the VAL authorization to be reduced or deleted below the requesting authorization.

22.82.8.2.7. State why the requirement cannot be adequately supported by the Vehicle Operation taxi or U-drive service.

22.82.8.2.8. State why transportation cannot be consolidated with other offbase requirements if the vehicle is to be authorized for offbase use.

22.82.8.2.9. Include a statement signed by the Chairperson of the Vehicle Authorization/Utilization Board (VAUB), on AF Form 601, acknowledging that the requirement cannot be satisfied with current base resources and stating the impact on the mission, if the request is disapproved.

22.82.8.3(Added). The base VAUB is authorized to approve user code changes within the quantities and basis of issue (BOI) in AS 019 and AS 020, as approved by the CEMO. Quantity increases, decreases in authorization, and changes in BOIs require command approval. For use code changes approved by the base VAUB, the REMS monitor will submit a memorandum to 10 ABW/LGSE containing the following information: prime/authorized stock number, user code from , user code to, and quantity.

Section K Special Instructions for Equipment Management

22.126.2.1.1. All equipment requests for LMR equipment under AS 660 allowances must include the signature of the CSRB chairperson indicating approval. Return AF Forms 601 not bearing this statement to the originator without action.

22.126.2.1.3.2. Use program Q09 and select an AS 660 to produce this listing.

22.126.3(Added). The base level Equipment Approval Authority (EAA) has final approval authority for ancillary radio items listed in AS 660 preface (for example, batteries, battery chargers, antennas, microphone headsets, and coaxial cables).

22.132.1, Note(Added). "TEMPORARY VEHICLE LOAN." Loan of a vehicle can be up to 7 days. These loans will be accomplished through the coordinated actions of the gaining and losing transportation officers. No action will be taken to update the Equipment Authorization Inventory Data (EAID) details. Loan of vehicles exceeding 7 days will be approved by the gaining and losing commands and processed IAW AFMAN 23-110, Vol II, Part Two, Chap 22.

22.133.1. These procedures may be used to temporarily loan organizational owned picnic tables required by Academy organizations that sponsor football tailgating. Under this concept, the owning custodian is the approving official. Request will be submitted by the gaining custodian using a memorandum or Equipment Action Request (AF Form 601) and must be approved by the losing custodian prior to being forwarded to EME for processing. Assets will be transferred to the borrowing activity using turn-in/free-issue transactions (TIN/ISU) and AS 987 (Temporary Required Equipment), followed by the four position Julian calendar return date.

22.148.1. An excess equipment account will be established. The equipment custodians for this account are determined by the supervisor, Equipment Management, but the custodians must be assigned to the Equipment Management Section. Equipment Management is not required to maintain a custodian folder as identified in AFMAN 23-110, Vol II, Part Thirteen, Chap 8, Para 8.25.

22.166.1.1(Added). The following procedures are used to request and account for equipment to be used on a research and development project:

22.166.1.1.1. Equipment required to support research projects must be authorized and accounted for under AS 040 or 049. This procedure requires the Faculty Research Monitor to submit an AF Form 601 which must include full justification for the item, the funds obligation termination date, the project order number, and the date the requirement for the equipment will terminate. The funds obligation termination date is the date funds will no longer be available to purchase equipment. The equipment requirement

determination date is the date the authorized equipment will no longer be required to support research on the project order. If research is not completed by the date on the original request, submit a new AF Form 601 requesting extension of the authorization to include a new termination date.

22.166.1.1.2. Forty-five days prior to project completion, the Faculty Research Monitor will offer the equipment purchased in support of the project order to the AFC4A program manager. If the program manager desires return of the equipment, an AF Form 601 is submitted to Equipment Management requesting turn-in and directing shipment of the equipment. Items are shipped in accordance with the Program Manager disposition instructions and AFMAN 23-110, Vol II, Part Two. If the Program Manager does not desire return of the items and a Faculty requirement exists for cadet training, the items may be retained by the USAF Academy by obtaining authorization in accordance with the applicable AS. To obtain authorization to retain project equipment, an AF Form 601 is submitted to Equipment Management with justification to include the item(s) in the applicable AS. Upon approval of the authorization, the item(s) are transferred without reimbursement to the account requiring the items. If the items are desired to support Faculty Research for other than project orders, AF Form 601 is submitted requesting retention authority be granted under AS 048. Upon CEMO or ALC approval, as appropriate, the items are transferred to a custody account in support of Faculty Research. If no requirement for the item exists at the USAF Academy, AF Form 601 is submitted requesting turn-in, and item is shipped or disposed of in accordance with the procedures in AFMAN 23-110, Vol II, Part Two.

22.166.1.1.3. Allowance standards (AS) are constructed to identify expiration dates on the Dean of Faculty research projects, military interdepartmental purchase requests (MIPR), and so forth. Allowance standards are used to ensure proper control of the equipment being utilized in support of the project order and to notify Equipment Management that a particular project is expiring. AS structure consists of seven positions. Equipment Management is required to review the assigned AS at least annually to ensure the original project order assigned is current.

22.166.1.1.4. Allowance Standard Structure:

- Positions 1-3: 049 for assets assigned an NSN and 040 for part number loaded assets.
- Positions 4-5: Identifies the project, and is used and assigned by the laboratory project monitor when
- applicable.
- Position 6: Identifies the project expiration month:

Month	**Month Code**
Jan	A
Feb	B
Mar	C
etc	etc

- Position 7: Identifies the project expiration year:

Year	**Year Code**

1995	A
1996	B, etc

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22.184.2.1. Process the Q09 for AS 000, at a minimum, monthly. Annotate each unauthorized equipment in-use detail to indicate action taken to eliminate the excess condition. Brief the Chief, Materiel Management, on the disposition or status of in-use excesses.

A1.1

A.1.1. Management Products List, R14 Report is produced annually.

Attachment

A1.1, Note 4a. Produce new CA/CRL once each 12 months. CA/CRL produced for change in custodians or inventory/validation purposes may be used to fulfill the annual requirement.

Attachment

B2.1, Note 3. A certified listing will be maintained rather than individual AF Forms 601 for AS 041 and 048. CEMO is the certifying official. Provide CEMO the new listing, previously approved listing, and AF Forms 601 supporting newly applied AS 041 and 048.

Attachment

B3.3 A computerized 600 Log is used.

Attachment

B3.4 (Added) For multiple changes on a single request, insert "MASS Change" in the stock number field and a brief explanation of the subject in the nomenclature field of the automated AF Form 600 Log.

Attachment

C1.1.2 Produce the Custodian Authorization Receipt File (AFA18/003) monthly. Maintain the listing in an updated status. In addition, Equipment Management will use a memorandum to advise Document Control, Pickup and Delivery, Demand Processing, and LGLSQ each time there is a change in property custodians.

Attachment

C1.2.3.1 (Added) Within the computer data file for custodians, do not maintain records of tables of allowance, organization commanders, or individuals authorized to sign in lieu of the commander.

Attachment

C1.2.3.2 (Added) The identified agencies will make distribution of the Custodian Authorization Receipt Listing in the following manner:

- The Remote Processing Station (RPS) will distribute the new month's listing to these agencies in the number of copies indicated:

LGLSSME	2	LGLSSDD	7
LGLSSMI	1	LGLSSPD	1
LGLSSM	1	LGLSQ	1

- The agencies listed below will distribute their previous month's listing/s as indicated below:

LGLSSME:
LGLD - 1
SCB - 1
LGLSSMI:
LGLSSMS -1

L**GLSSDD:**
LGLSSDR - 1

Attachment

C1.2.3.3 (Added) Perform annual validation of assigned custodian with the appointing official during the month of January. The AFA18/003 or utility program will be used for the validation. Take the required actions to clear noted discrepancies.

Attachment

C1.2.4. A computer data file using the AFA18 program will be used.

Attachment

C1.4, Note 1. Maintain separate entries for primary and alternate custodians utilizing the computer data file for the custodian. Mobility and Special Purpose Recoverable Authorized Maintenance (SPRAM) will be identified under the functional title and division. Mobility custodians will have a blank shop code.

DENNIS R. DILLINGER Chief of Logistics